

WORKING TITLE	Assistant Director
PAYROLL CLASSIFICATION	N2204 Administrative Support Assistant IV
DEPARTMENT	Gear Up
STATUS	Full Time, Benefitted, Exempt
POSTING DATE	September 17, 2026
POSITION NUMBER	2748

OVERVIEW

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a federally funded program aimed to increase the college and career readiness of low-income first-generation and underrepresented middle school/high school students and their parents/guardians in the Norwalk La Mirada school district. Under the direct supervision of the Director, the Assistant Director is responsible for large-scale programming, school site service development/implementation, and day-to-day oversight of coordinators and college success coaches, overseeing training and development, and managing data collection analysis. Applicants must be committed to closing the opportunity and access gaps among low-income, first-generation to college, under-represented high school students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties include but are not limited to:

- Program Development and Services Coordination
 - Manage large-scale Gear Up programs, including but not limited to summer school, high school transition summit, student/parent conferences, student travel, college career fairs, etc.
 - Develop college awareness and readiness programming (virtual and in-person) for GEAR UP student and families, including but not limited to career exploration and advising, college exploration and advising, college tours (local, regional, and national), and test preparation and participation, the college application/admission/matching process, financial aid, long range academic & career goals, social emotional learning.
 - Evaluation virtual and in-person programs and services (college application workshops, financial aid workshops, financial literacy workshops, individual and group advising, classroom presentations, parent meetings)
 - Design and implement targeted virtual and in-person interventions to promote student retention, persistence, and graduation in coordination with advisors, site supervisors, and district administration.
 - Coordinate GEAR UP program partnership contracts, including but not limited to in-class tutoring, after-school academies, technical/virtual services, etc.
 - Oversee individualized intensive student intervention implementation and outcome reporting.
 - Establish annual program calendar aligned with district, school site, and grant priorities.

- School Site Personnel & Staff Supervision
 - Coordinate and attend meetings with all school site personnel (administrators, teachers, counselors) via email, phone, in-person, or online methods at multiple site locations.
 - Perform in-depth analysis of individuals student, parent/family, or specialized group needs, and readily coordinate the resources needed to address the complex, multifaceted, and/or sensitive concerns.
 - Enforce university and school district policies regarding work schedules, payroll, and employment expectations.
 - Assist Director with general personnel duties, including payroll, scheduling, reporting, and training of coach/advisors.
 - Responsible for site staff training and development in areas including, but not limited to, financial aid, counseling and communication, professionalism, and student development.
 - Assist with the preparation of program-related materials and attend program related meetings and trainings on and off campus.
 - Participate in professional development at the local, regional, and/or state level; attend GEAR UP meetings and trainings when needed
 - Coordinate ongoing one-on-one and team meetings with coordinators, coaches, and other key stakeholders
 - Participate in other events aimed at promoting or developing GEAR UP and its schools.
 - Assist with hiring/screening/training of part-time college aids/student assistants
 - Provide direct supervision of GEAR UP Coordinators and other staff support at each site. Supervision responsibilities include coordinating schedules, regular 1x1 check-ins, team meetings, additional training sessions, and managing other daily operations.
- Program Administration
 - Oversee student services, enrollment, and grade data collection and entry
 - Develop and oversee community outreach initiatives to generate program awareness and match
 - Compile monthly program services data using CoBro data warehouse.
 - Create and maintain GEAR UP communications, including writing and design for print, press releases, website content, e-newsletter, social media; and manage listservs.
 - Other duties as assigned.

EDUCATION, SKILLS AND ABILITIES

- Master's Degree required, preferred emphasis in education, education counseling, public policy, sociology, or a related field.
- Bilingual Spanish preferred.
- Minimum of 5 years of educational program coordination/counseling experience related to college access.
- Demonstrate knowledge of holistic academic support services, development of individualized service plans; financial aid and literacy; and college access programs, and the California college systems.
- Basic knowledge working with a diverse student population, and sensitivity to culture, race, ethnicity, gender identity, sexual orientation, and socio-economic status.
- Strong attention to detail, especially for tracking and auditing. Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under pressure. Should be able to manage time effectively, prioritize tasks, and meet tight and frequent deadlines.
- High degree of initiative and ability to work without constant supervision is required; flexible regarding work hours and has the ability to work overtime when necessary to meet deadlines and/or attend weekend trainings/workshops.
- Excellent oral and written communication skills. Social media communication skills are highly preferred.
- Must be able to accept constructive feedback, prioritize workload, be professional and interact positively with others.
- Possess a friendly and outgoing personality and demonstrate the ability to work with diverse student populations.
- Be willing to travel to various colleges and K-12 school sites, have reliable transportation and vehicle insurance.
- Contribute to equitable and inclusionary work to support student-success that strengthens retention and graduation.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

- Understanding the importance of using inclusive language that does not promote gender/ethnic coding, discrimination, and /or selective pronoun usage for faculty, staff, and students.
- Provide resources and /or referrals to all students to support academic success, basic needs, health and wellness, and/or creating a student-ready environment.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

GRANT FUNDED EMPLOYMENT

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

WORK LOCATION: This position involves travel and oversight of K-12 School sites at assigned district, as well as administrative duties at the GEAR UP operations office, located in Long Beach, CA

COMPENSATION RANGE: \$2,929.33 (24 pay per year) (Exempt)

FILING DEADLINE: Open Until Filled

NOTE: To be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By [DocuSign](#) or E-mail: FND-HR@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation